



# CITY OF HOUSTON

## Job Posting

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2	<b>Applications accepted from:</b>
3	<b>ALL PERSONS INTERESTED</b>
4	<b>Job Classification</b>
5	<b>SENIOR TRAINER/CURRICULUM DEVELOPER</b>
6	<b>Posting Number</b>
7	<b>PN# 112519</b>
8	<b>Department</b>
	<b>Public Works and Engineering Department/</b>
	<b>Human Resources Department</b>
	<b>Section</b>
	<b>Professional Development Section</b>
	<b>Reporting Location</b>
	<b>4501 Leeland St.</b>
	<b>Workdays &amp; Hours</b>
	<b>M-F, 8:00a.m.- 5:00p.m.</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> This position will use Instructional System Design standards to design, write, instruct and evaluate curricula for training purposes. The position will develop training documentation, manuals, multi media visual aids and other reference materials, assess and modify existing training programs to meet instructional design standards, conduct research and analyze data to determine training needs, design evaluation tools to administer to participants and analyze training effectiveness and determine ROI. The position will conduct general or specialized training sessions as required.
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable, the individual has discretion about walking, standing. etc.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Psychology, Education, Instructional Design or a degree directly related to the type of work being performed.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Three (3) years professional training experience in the classroom including developments of the curricula, learning objectives, training plans and instructor and participant guides/manuals. Pertinent training experience on a professional level maybe substituted for the above educational requirement on a year-for year basis.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<b><u>PREFERENCES</u></b> Preference will be given to candidates with experience in Adult training, Instructional Design and development. Applicants must posses excellent writing, oral communication and presentation skills. Experience in reviewing and interpreting policies and procedures. Proficient in Microsoft applications, preferably Word, Excel and Power Point. Must demonstrate ability to understand and meet multiple customer needs.
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> A course design skills test with course objectives and training plan maybe required.
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div><b>Salary Range – Pay Grade 21</b> \$1,211 - \$2,257 Biweekly      \$31,486 - \$58,682 Annually</div>
18	<b><u>OPENING DATE</u></b> <b>AUGUST 16, 2006</b>
19	<b><u>CLOSING DATE</u></b> <b>OPEN UNTIL FILLED</b>
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9471.</b>
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